

2016 State Water Efficiency and Enhancement Program Round 2

The State Water Efficiency and Enhancement Program is funded through California's Cap-and-Trade Program

GRANT AWARD PROCEDURES MANUAL



California Department of Food and Agriculture

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2016 State Water Efficiency and Enhancement Program Round 2 Grant Award Procedures Manual

General Information

Authority and Purpose

The 2016 State Water Efficiency and Enhancement Program (SWEEP) Round 2 is authorized by the Budget Act of 2015, SB 101, (Chapter 321, Statutes of 2015), and is part of “California Climate Investments” funded through the Cap-and-Trade Program.

The purpose of SWEEP is to provide financial assistance for California agriculture operations to implement irrigation systems that reduce greenhouse gas (GHG) emissions and water use on-farm.

Projects awarded under the 2016 SWEEP Round 2 must achieve verifiable GHG emission reductions and water savings.

Purpose of the Grant Award Procedures Manual

The 2016 SWEEP Grant Award Procedures (GAP) is designed to provide direction to Grant Recipients (Recipients) for the successful management of SWEEP funded projects. The GAP identifies roles and responsibilities of all parties, and describes the processes and procedures required by the Grant Agreement terms and conditions.

General Responsibilities

California Department of Food and Agriculture

The California Department of Food and Agriculture (CDFA), Office of Grants Administration (OGA) oversees the SWEEP Recipient Grant Agreements, and is responsible for monitoring Recipients to ensure compliance with program requirements and grant terms and conditions.

The OGA will provide Recipients with assistance and consultation throughout the duration of the grant term. Environmental Scientists with the Office of Environmental Farming and Innovation (OEFI) will also provide consultation on technical aspects of project implementation as necessary.

Grant Recipients

Recipients are responsible for project implementation as outlined in the Grant Agreement Scope of Work (SOW) and Budget. Recipients are responsible for submitting timely and accurate invoices during the project term. In addition, Recipients are expected to use and maintain their system for a minimum of ten years, to the extent feasible, or according to the USDA, NRCS [Practice Life Span Table](#).

For detailed information regarding Recipients continued expectations and responsibilities following project implementation, refer to the [Post-Project Requirements](#) section.

Assistance

The OGA is available to answer questions regarding program requirements throughout the Grant Agreement term. Recipients will be assigned a Grant Specialist from the OGA to answer questions and assist with grant management. For questions or assistance, Recipients should contact their assigned Grant Specialist.

Required Forms

Forms and templates referenced in this GAP document can be found at www.cdfa.ca.gov/go/SWEEP, [Recipient Resources](#).

Project Management

Recipients are responsible for the overall management of their project, including monitoring activities conducted by contractors/consultants, to ensure compliance with program requirements and Grant Agreement terms and conditions. In addition, Recipients must directly monitor project progress to ensure installation is complete within the project term.

Project implementation must occur on the Assessor Parcel Number(s) (APNs) identified in the approved SOW. Failure to install a project on the APNs identified in the approved SOW may result in all or any portion of the grant funding withheld and/or termination of the Grant Agreement.

Recipients must maintain clear and consistent communication with OGA regarding project progress throughout the grant term, particularly if problems or issues arise resulting in project delays. Upon discovery of problems and/or delays, Recipients must notify their assigned Grant Specialist immediately for purposes of resolving such problems and/or delays. (Refer to [Notification of Problems and Delays](#) section for further details.)

Utility Service Process

For projects requiring utility service for interconnection, etc., Recipients must begin the application process with their local utility company immediately after execution of the Grant Agreement. Recipients are responsible for ensuring timely completion of the utility application process. In addition, Recipients must complete all on-farm prerequisite infrastructure necessary to commence utility work within the project term. If there are delays with scheduling and/or completing utility work (e.g., interconnection, new service, etc.), Recipients must immediately notify their assigned Grant Specialist in writing for assistance with this process.

Contractors/Consultants

Recipients may contract for services that cannot be performed by staff employed by the Recipient. Generally, these services are for a short-term period and provide a specific and identifiable product or service. All contractors/consultants must have the proper licenses/certificates required for their respective disciplines.

Recipients are responsible for ensuring their contractors/consultants comply with all applicable state and local laws, regulations, and ordinances. Contracting out must not affect the Recipient's overall

responsibility for the management of the project, and the Recipient must reserve sufficient rights and control to enable it to fulfill its responsibilities for the project.

Contractor/consultant invoices must be itemized and include sufficient information to determine expenditures invoiced support project implementation under the approved SOW and Budget. In the event the contractor outsources to a subcontractor for a specific product and/or service, supporting subcontractor invoices must also include detailed itemization to ensure that only actual expenses are charged to grant funds. In addition, contractor/consultants and subcontractors must retain all project records for a period of three years following project implementation for purposes of an examination/audit by CDFA.

If adding or changing a contractor/consultant, Recipients must provide reasonable notice to their assigned Grant Specialist.

Notifications of Problems and Delays

Upon discovery of problems, delays, or adverse conditions that will materially affect project implementation, the Recipient must immediately notify their assigned Grant Specialist in writing. Some problems or delays may require a revised SOW.

Examples include, but are not limited to:

- Inability to complete any portion of the project installation according to the approved SOW
- Inability to complete utility work required for project implementation within the project term
- Substituting supplies and equipment identified in the Budget
- Change in project components
- Inability to complete any portion of the project on the APNs identified in the approved SOW

Prior Approval

Prior approval is required for any revision to the project as approved in the SOW or Budget. Recipients must submit a revision request in writing to their assigned Grant Specialist. The information required for a request for approval varies according to the type of approval sought. Contact the assigned Grant Specialist to obtain prior approval requirements.

Prior approval is required from OGA for the following:

- Revision of the SOW and/or Budget
- Line item shifts (i.e., Budget revisions)
- Change in project components
- Change in project design

Failure to obtain prior approval may result in CDFA disallowing expenditures, suspending payments, or terminating the Grant Agreement.

Scope of Work Revisions

SOW revisions may be required when unforeseen circumstances prevent Recipients from installing the approved project components and/or achieving the project's estimated water savings and GHG reductions.

Request for project revisions must be made in writing to the assigned Grant Specialist and provide a detailed justification explaining the need for the change and how the proposed change benefits or enhances the project irrigation system and practice. In addition, SOW revision requests must clearly outline changes to project components, and any impacts to the implementation timeline and budget. Changes that result in lower water savings and GHG reductions may not be approved.

Examples of project changes that require a SOW revision include, but are not limited to:

- Change in project design
- Revisions to any technical aspect of a project
- Addition or deletion of project components
- Budget revisions

Recipients must obtain prior approval from OGA in writing before proceeding with project revisions to the SOW. Failure to obtain prior approval of SOW revisions may result in unallowable costs, as reimbursement is available only for approved project components.

Budget Revisions

If changes to the Budget are necessary to implement the project, Recipients are required to complete and submit to their assigned Grant Specialist a Line Item Shift Request (LISR) form to request adjustments to budget items. The LISR must be accompanied by a revised Budget Worksheet. The total project award amount cannot be increased or decreased through this process.

Recipients must obtain prior approval from OGA in writing prior to incurring costs under the revised Budget. Failure to obtain prior approval of Budget revisions may result in CDFA disallowing expenditures.

Line Item Shift Request Form

All un-shaded areas under the “Line Item Shift Budget Worksheet Adjustment Table” must be completed as follows:

- Enter the current approved budget values (these amounts should be taken from the most recent approved invoice, “Project Budget Categories” column).
- Enter the amount of funds shifted from a budget category as a negative by using brackets “()”, and the amount of funds shifted to a budget category as a positive amount by using the plus sign “+”. The revised budget will automatically be calculated.

Matching Funds

Matching contributions include project costs (i.e., supplies, equipment, and contractor/consultant labor cost/hour, and any other necessary costs) incurred by the Recipient that directly support project implementation. Matching contributions can include cash and/or in-kind contributions. Matching funds (cash contributions) are the amount of funds that are contributed by the Recipient to the project. In-kind contributions include contributions by the Recipient in the form of contractor/consultant (labor) involved with project installation and donated supplies and/or equipment necessary to implement the project.

If Recipients are contributing matching funds, Recipients must report the matching funds expenditures and maintain all invoices, receipts, etc. associated with matching funds contributed to the project. Recipients must report matching funds to-date with all invoices submitted to their assigned Grant Specialist, and include invoices and receipts to substantiate matching funds contributed.

Matching funds documentation (i.e., invoices, receipts, etc.) must include sufficient information to determine expenditures invoiced for reimbursement support project implementation.

Note: USDA, NRCS Environmental Quality Incentive Program financial assistance cannot be used as matching funds for SWEEP projects.

Financial Management

Recipients are accountable for all grant funds awarded and must ensure all funds are used solely for their authorized purposes. Recipients must maintain receipts, invoices, etc. for project expenditures submitted to OGA for reimbursement.

Allowable Costs

A cost is allowable if it directly relates to the approved project and is incurred solely to advance work under the Grant Agreement SOW and Budget. Allowable costs must clearly support installation of irrigation systems, and may include supplies, equipment, labor, and any other allowable cost necessary for project implementation.

Examples of allowable costs include:

- Installation of photovoltaic panels to power irrigation systems
- All components of micro-irrigation systems
- Sensor hardware and telemetry
- Software associated with sensors and weather stations
- Flow meters

Allowable costs must be easily identifiable to a specific project component or activity as approved in the SOW and Budget. Project costs must be incurred for the purpose of which the funding was granted and charged to the award on a specifically calculated basis. Project expenditures must be adequately documented.

Unallowable Costs

A cost is unallowable if it does not comply with program requirements or other terms and conditions in the Grant Agreement. A cost is also unallowable if it is not contained in the approved SOW and Budget, or is not necessary or reasonable to advance the work of the project. Unallowable costs will not be reimbursed. Questions regarding allowable costs should be directed to the assigned Grant Specialist.

Unallowable expenses include, but are not limited to:

- Project design costs
- Post-project service charges and maintenance costs associated with the irrigation system

- Non-labor costs (i.e., management) and fees associated with project oversight, including travel costs to the project site location
- Labor costs in excess of 25 percent of the total grant award amount
- Supplies and equipment costs not related to irrigation or water distribution systems
- Costs incurred outside of the proposed project period
- Expenditures not identified in the approved Budget
- Cost associated with drilling of new or expanding groundwater wells
- Irrigation Training Courses
- Soil Management Practices
- Cost associated with technical assistance

Payment Methods

There are two payment methods for allowable project costs incurred – advance payments and reimbursement payments. It may take up to 45 days from the date the invoice or advance payment request is approved for a payment check to be issued by the State Controller’s Office. The two payment methods are discussed in turn below:

Advance Payments

Recipients may be eligible to receive an advance payment up to 25 percent of the total grant award to begin project implementation. Requests must be submitted using the Advance Payment Request (APR) form. In addition, Recipients are required to provide a purchase order/invoice documenting project costs were incurred to begin project implementation.

The advance payment must be fully expended within a three-month period. All remaining funds will be allocated on a reimbursement basis through monthly or quarterly invoicing.

Advance Payment Request Process:

- Estimate the advance amount needed for a three-month period to begin project implementation.
- Submit an APR, justification (i.e. cash flow issues), and associated purchase order/invoice to your assigned Grant Specialist.
- The State Controller’s Office issues checks.

Follow the instructions under [Completing an Invoice](#) to invoice against the advance payment.

Reimbursement Payments

To request reimbursement payments, Recipients must submit CDFA invoices, including all supporting invoices and receipts to detail expenses, to their assigned Grant Specialist for reimbursement of allowable project costs incurred to implement their project.

Supporting invoices and receipts submitted must include an itemized account for total supplies, equipment, contractor/consultant (labor) fees, and all other allowable project costs necessary for the project. Further, Recipients must submit both the primary contractor and subcontractor invoices to account for total labor fees charged to the grant. All supporting invoices for contractor and subcontractor fees charged to the grant must include the hours worked and provide a brief description of activities performed.

Reimbursements must be requested on the CDFA invoice provided by the assigned Grant Specialist. Recipients can email a scanned, legible copy of the signed invoice to their assigned Grant Specialist or a hard copy can be mailed to:

California Department of Food and Agriculture
Office of Grants Administration
1220 N Street, Room 120
Sacramento, CA 95814

Invoices

When to Submit Invoices

CDFA invoices must be submitted at least quarterly, but no more frequently than monthly, and include all supporting invoices and receipts to substantiate expenses.

Invoices are due no later than 30 calendar days after the quarterly period, and are required regardless of whether or not project costs are incurred during the invoice period.

The quarterly periods are:

Quarterly Period	Invoice Due
December 1 – February 28	March 31
March 1 – May 31	June 30
June 1 – August 31	July 31
September 1 – November 30	December 31

Final invoices are due no later than 30 calendar days following the expiration of the Grant Agreement term or after the project is complete, whichever comes first.

CDFA invoices and supporting invoices and receipts submitted to the Grant Specialist will be reviewed for completeness and accuracy. The Grant Specialist will promptly notify the Recipient of any incompleteness or deficiencies, which appear on the invoice. Once the incompleteness or deficiencies are corrected, the Grant Specialist will process the invoice for payment.

Completing an Invoice

Request for Reimbursement Invoice

The Grant Specialist initiates each invoice cycle by generating an electronic invoice template. The Grant Specialist will email Recipients an invoice template with the Grant Agreement Number, Recipient Name, Project Title, Invoice Number, and the Project Budget Entered.

Recipients complete the following sections and return to their assigned Grant Specialist:

- Billing Period – Indicate time period (i.e., month and year) of when costs were incurred.
- Amount Requested – Enter dollar amount requested for payment for each budget category.
- Matching Funds to Date – Enter dollar amount of costs contributed by Recipient, if applicable.
- Preparer's Signature – Name and Signature, phone number, email address of preparer, and date.
prepared

- Authorized Signature – Name and Signature, phone number, email address of the agriculture operation owner.

For detailed instructions on completing the CDFA invoice template, refer to [Appendix A](#).

No Expenditure Invoice

If no-costs were incurred during an invoice period, Recipient marks the “NO EXPENDITURES” box, signs, dates, and returns the invoice to their assigned Grant Specialist. No Expenditure invoices must be accompanied by an explanation of why costs were not incurred during the billing period.

Advance Payment Invoice

Recipients must follow the instructions for a *Request for Reimbursement Invoice*. The invoice template automatically calculates the amount to be paid less the advance payment. The Grant Specialist adjusts the “Less Advance” amount for the following billing period until the advance is offset 100 percent by expenditures.

Final Invoice

Recipient marks “Final Invoice” in the Invoice Number area, indicating all payment obligations are met and no further payment is due.

Withholds

Withhold Payment Notification

The Grant Specialist issues a Withhold Payment Notification (Notification) to delay payment of an invoice if there is an invoice discrepancy or issues regarding project implementation. The Notification describes the reason for withholding payment and what actions, if any, may be required. The Grant Specialist will contact the Recipient within ten business days of receiving the Notification for purposes of resolving any issues. Invoices are processed once all issues are resolved.

Withhold Pending Closeout

The OGA will withhold 10 percent from the total grant award until approval of the final invoice, the verification requirement, and/or resolution of any performance issues prior to close-out. A Withhold/Dispute will not be sent, and the 10 percent withhold may not be appealed.

Suspension of Payments

If a Recipient is not compliant with the Grant Agreement terms and conditions, CDFA may suspend reimbursement. Upon discovery of any violations of the Grant Agreement terms and conditions, the Recipient will be advised in writing of the terms breached and the reasons for imposing suspension of payments.

A determination of breach may be appealed in writing and addressed to the CDFA Legal Hearing and Appeals Office and sent to the address below or emailed to CDFA.LegalOffice@cdfa.ca.gov:

California Department of Food and Agriculture
Legal Hearing and Appeals Office
1220 N Street, Suite 400
Sacramento, CA 95814

Irrigation Training

Recipients attending an irrigation training course as identified in the approved SOW are required to complete a course during the project term. The irrigation training course must be relevant to agriculture water conservation and irrigation management. Recipients should also select a course relevant to the project and that meets the needs of the operation. One representative from the agricultural operation is required to complete the course. Recipients must submit evidence (e.g., certificate of completion) confirming attendance of a course to their assigned Grant Specialist. Training on the irrigation system provided by an irrigation company is not an allowable irrigation training course.

Project completion will be conditional upon completing the required training course. Failure to complete the required training course may result in CDFA withholding 10 percent of the total grant award amount.

Verification Requirement

Recipients must notify their assigned Grant Specialist in writing that project implementation is complete. Once OGA is notified projects are complete, a local Resource Conservation District (RCD) representative or a CDFA Environmental Scientist will contact Recipients to schedule a site visit and complete the verification requirement. Recipients must be present on the date the verification is conducted.

The purpose of the verification requirement is to verify proper completion of the project according to the approved SOW. For example, the verifier will confirm the following:

- Project site location information (e.g., APNs impacted by the project, crops and associate acreage, etc.)
- The system was installed in accordance with the approved SOW and Budget.
- The system is functioning effectively and design specifications were met.
- Water measurement requirements were met.

The verifier will complete a verification report indicating the project results and other project related information as applicable. The verification must be approved in order for Recipients to receive the final payment.

Allowable project costs to be reimbursed (supplies and equipment) must be on-site at the project location and verifiable the date the verification is conducted.

Critical Project Review

CDFA may conduct a Critical Project Review upon reasonable notice at any time during the grant term. The purpose is to determine whether deliverables are being met and evaluate project implementation progress to ensure projects are complete within the project term.

If a Recipient is not meeting deliverables resulting in delays with project implementation, CDFA will conduct a Critical Project Review to assess the project status. Recipients may be required to submit financial records and project documentation to ensure SWEEP funds are used for their intended purposes in compliance with the Grant Agreement terms and conditions, and this GAP manual. Documentation may include, but is not limited to, invoice/receipts for project costs, contractor/consultant and sub-

contractor invoices and agreements, permitting/agreement fees associated with interconnection, etc. Recipients must allow access to project records and documentation relevant to the Grant Agreement.

Project Close-out

Before the Grant Agreement is closed, CDFA will review the verification report and final invoice, and ensure resolution of any project concerns. A closeout letter and final payment will be issued when resolution is complete.

Note: Close-out does not cancel record retention, financial accountability, or post-project requirements.

Record Retention

Recipient must retain invoices and receipts, project records, and any other relevant supporting documents for a period of three years from the date of the close-out letter.

Records that must be retained include:

- Actual expenditure invoices of supplies and equipment charged to grant fund;
- Contractor/Consultant reimbursement claims for work (labor) performed on the project;
- All other supporting financial documentation related to the Grant Agreement.

Post-Project Requirements

Recipients must retain project documentation related to on-farm energy and water use documentation for a period of three years after project implementation or final payment, whichever comes later. Therefore, Recipients have a continued expectation to collect and maintain on-farm energy and water use documentation directly related to the project for a period of three years following implementation. The documents must be consistent with the supporting documentation attached to the approved SOW, and cover the same six months of the peak irrigation and growing season.

After project implementation, Recipients will work with an Environmental Scientist to conduct a post-project review to examine energy and water use documentation during this three-year period. An Environmental Scientist will work with Recipients to collect the necessary documentation and quantitatively calculate the GHG and water savings achieved. The purpose of this reporting is to demonstrate the long-term success of SWEEP projects by documenting GHG emission reductions and water savings data.

In the event Recipients fail or refuse to comply with post-project requirements, CDFA may take any action necessary to recover all or any portion of the grant funding.

Appendix A: CDFA Invoice Template

Recipient must complete all grey shaded sections below.

Bill to:
CA DEPARTMENT FOOD & AGRICULTURE
1220 N STREET
SACRAMENTO, CA 95814

INVOICE State Water Efficiency and Enhancement Program

Make Check Payable to:
ABC Farms, Inc.
123 Main Street
Sacramento, CA, 95814
Attn: Jane Smith

Grant Agreement Number: SWE50001 Project Title: ABC Farms Irrigation and Solar Improvements

Recipient's Name: ABC Farms, Inc. Billing Period: 12/2016 - 02/2017 Invoice Date: 02/28/17 CDFA Invoice Number: 1

1	Grant Budget	8	Invoiced to Date	4	Amount Requested	7	Remaining Balance
	1 OPERATING EXPENSES:						
	a) Supplies \$100,000.00		\$0.00		\$30,000.00		\$70,000.00
	b) Equipment \$25,000.00		\$0.00		\$5,000.00		\$20,000.00
	c) Other \$5,000.00		\$0.00		\$1,500.00		\$3,500.00
	2 CONTRACTORS/CONSULTANTS \$15,000.00		\$0.00		\$2,500.00		\$12,500.00
	Totals: \$120,000.00		\$0.00		\$34,000.00		\$86,000.00

Approved Line Item Shifts: <u>0</u>	5	Less Remaining Advance: <u>\$0.00</u>	9	<input type="checkbox"/> NO EXPENDITURES
Matching Funds to Date: <u>\$1,200.00</u>	10	6	Amount to be Paid: \$34,000.00	

I certify the amount requested is for actual and allowable expenditures incurred for SWEEP activities performed in accordance with CDFA Grant Agreement provisions.

PREPARER'S NAME & SIGNATURE _____	PHONE NUMBER _____	E-MAIL ADDRESS _____	DATE _____
AUTHORIZED NAME & SIGNATURE _____	PHONE NUMBER _____	E-MAIL ADDRESS _____	DATE _____

FOR STATE USE ONLY

\$ _____ AMOUNT	_____ GRANT SPECIALIST INITIALS AND DATE	2016-17 STATE FISCAL YEAR (SFY)	63209 OBJ CODE	86323 PRG COST ACCT (PCA)
X _____ CDFA AUTHORIZED SIGNATURE	_____ DATE	<input type="checkbox"/> Liquidate against Advance payment. <input type="checkbox"/> Withhold 10% of Grant Award until Project is verified. <input type="checkbox"/> Project verified. Final payment.		

CDFA Invoice Template Instructions and Definitions

Recipients must complete all grey shaded sections identified on the CDFA invoice template. The following provides definitions and instructions on completing specific sections of the CDFA invoice template to request reimbursement payments for costs incurred to implement the project. For questions regarding and assistance with completing this template, Recipients should contact their assigned Grant Specialist.

- 1. Grant Budget:** The total grant award amount for each budget category as identified in the approved Budget. Reimbursement for project expenditures is based on these categories and amounts.
- 2. Billing Period:** The quarterly or monthly period in which project costs were incurred. For example, if project costs were incurred during the first billing quarter of 2016, the billing period is December 2016 – February 2017.
- 3. Invoice date:** The date Recipient completes and signs the CDFA Invoice template.
- 4. Amount Requested:** Enter the dollar amounts in each budget category to request reimbursement for project costs that were incurred during the billing period. The amount requested in each budget category cannot exceed the total amounts listed under the “Grant Budget.”
- 5. Less Remaining Advance:** The OGA adjusts the “Less Remaining Advance” amount based on approved advance payment. The invoice template will automatically calculate the amount to be paid less the advance payment.
- 6. Amount to be Paid:** The total payment amount requested for project costs that were incurred during a billing period. The invoice template will automatically calculate this total. Once OGA approves the invoice, the “Amount to be Paid” will be the payment check amount issued for reimbursement.
- 7. Remaining Balance:** The amount of grant funding remaining that has not been paid. OGA will not approve an invoice with negative balances in this column. Contact your assigned Grant Specialist if a budget revision is needed.
- 8. Invoice to Date:** The total project cost amount reimbursed for each budget category based on previously approved invoices. OGA will adjust the “Invoice to Date” amount each billing period.
- 9. No Expenditures:** Mark this box if no project costs were incurred during billing period and include a brief explanation below of why costs were not incurred.
- 10. Matching Funds to Date:** Input the total matching funds and/or in-kind contributions contributed by Recipient to implement the project.
- 11. Preparer/Authorized Signatures:** An authorized representative of the agriculture operation (Recipient) must print their name and sign on the “authorized signature” line to certify the amount requested for each billing period. If the invoice was prepared on behalf of the Recipient, the preparer should print their name and sign on the “preparer’s signature” line. OGA will not approve invoices without the Recipient signing as the “authorized signature.”